

**SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY**

**ANDHERI (E), MUMBAI – 400 096.**

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**AGENDA FOR THE 33<sup>rd</sup> MEETING OF THE**

**SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY**

**VENUE :- CONFERENCE HALL OF SEEPZ SERVICE CENTRE,**

**2<sup>ND</sup> FLOOR, ANDHERI (E), MUMBAI – 400 096.**

**10th July, 2017 AT 3.30 P.M.**

**AGENDA FOR THE 33<sup>rd</sup> MEETING OF THE SEEPZ SEZ AUTHORITY**  
**SCHEDULED TO BE HELD ON 10<sup>th</sup> July, 2017 AT 11.30 A.M..**

**List of Agenda:**

1. Annual Account for the Financial Year 2016-17
2. One Time Lease Rent for laying the underground Utilities in SEEPZ-SEZ Premises.
3. Temporary Monsoon shed from May to September
4. Remodeling of the conference hall to accommodate JDC's cabin and other furniture.
5. Honorarium for additional responsibility of Estate Management
6. Renewal of Legal Advisor Contract
7. User Charges of Best Buses
8. Green Policy for SEEPZ-SEZ
9. Excess work of Structural Repair and allied Civil Works of SDF 1 to 6 building and GJ 1 to 3 building in SEEPZ - SEZ premises.
10. Sewage Treatment Plant of 5 MLD at SEEPZ-SEZ
11. Appointment of Assistant Estate Manager, finance and HR on Contract basis w.e.f 1.5.2017.
12. Appointment of Disaster Management Advisor
13. Refund of excess BMC amount collected from unit holders
14. Overloading of the Chajjas for the building nos GJ2 & GJ3
15. Completion of project "New Tower
16. Access Control system with CCTV camera
17. CCTV Electronic Surveillance System, CCTV Cameras along with the periphery of SEEPZ-SEZ
18. Cancellation of the projects:
19. Discrepancy Documents from 2009-10 to 2015-16 (Copy enclosed)
20. Reconciliation of MIDC from 2009-10 to 31.03.2016 (M&R and ASIDE projects (Copy enclosed)
21. Appointment of Independent Technical Consultant for SEEPZ SEZ Authority
22. To decide term and conditions for execution of Sub lease Agreement and rent as well as renewal of LOA in respect of re-allotment of Plots
23. Criteria to be followed when plot has been taken over by bank, LOA and Sub lease agreement has expired
24. Detailed scope of work of NFCD
25. Unsurrendered Passes

**Agenda item No. 1 : Annual Account for the Financial Year 2016-17**

The Annual Financial Statements of the SEEPZ-SEZ Authority for the Financial Year 2016-17

Submitted for consideration and approval of the Authority.

**Agenda item No. 2: One Time Lease Rent for laying the underground Utilities in SEEPZ-SEZ Premises.**

The SEEPZ SEZ Authority has decided to levy one time lease rent per meter length for laying underground utilities in SEEPZ SEZ Authority are as follows:

- Rs. 1,000/- per sq meter for initial 100 meters and then Rs. 500/- per meter for the balance length.

Submitted for ratification of the Authority.

**Agenda item No. 3: Temporary Monsoon shed from May to September**

Monsoon Shed charges of Rs. 1,00,000/- (one time charges + Inspection Charges (Non refundable) and Security Deposit (Refundable) was decided in the 32<sup>nd</sup> Authority meeting held on 27.03.2017.

The SGJMA members are requested to revise the Monsoon shed charges as MIDC was charged earlier i.e Rs. 50 per sq mtr. Based on their request the SEEPZ-SEZ Authority decided to revised the following monsoon shed charges from Rs. 1,00,000/- one time charge to Rs. 50 per sq mtr earlier which was charged by MIDC.

- Inspection Charges – Rs. 2000/- (non refundable)
- Security Deposit – Rs. 50 per sq. mtr (Refundable)
- Rent – Rs. 50 per sq. mtr per month

Submitted for ratification.

**Agenda item No. 4 : Remodeling of the conference hall to accommodate JDC's cabin and other furniture.**

Carry out remodeling of the existing conference hall situated at the 2<sup>nd</sup> floor adjoining the chamber of the DC.

Detailed estimated amounting to Rs. 71,77,472/- for the remodeling of the conference hall to accommodate JDC's cabin and other furniture are as follows:

Estimated Cost details:

<b>Sr. No</b>	<b>Description</b>	<b>Amount</b>
A	Total of Dismantling Work	1,48,490.00
B	Total of Carpentry Work	43,27,191.00
C	Total of Metal and Gypsum Board False Ceiling Work	2,63,847.00
D	Total of Painting Work	1,92,930.00
E	Total of Electrical Work	14,02,468.00
	<b>Total of Interior Work</b>	<b>63,34,926.00</b>
	Architect Fees 5% @ Estimate Cost	3,16,746.30
	PMC Fees 5% @ Estimate Cost	3,16,746.30
	<b>Total Amount</b>	<b>69,68,418.60</b>
	NFCD Charges 3% @ Total Cost	2,09,052.56
	<b>Net Estimated Cost</b>	<b>71,77,471.16</b>

The contract is awarded to M/s. Technoz Enterprises for above subjected work amounting to Rs. 68,29,821/- .

Submitted for ratification.

**Agenda 5: Honorarium for additional responsibility of Estate Management**

The Committee of the DCs has assessed and recommended to Ministry of Commerce & Industry, creation of the regular posts for SEEPZ-SEZ Authority, however creation of post will take time.

Currently, to discharge of the DCs function of Estate Manager, the Deputy Development Commissioner has appointed as Estate Manger to discharge the function of Estate Manger in addition to his regular charge of Deputy Development Commissioner.

Many of the other officers have also been entrusted with additional responsibility of Estate Management. It is proposed that some honorarium should be given to officials who are deputed to discharge additional responsibility of Estate Management.

It is proposed that some honorarium should be given to Estate Manger who are deputed to discharge additional responsibility of Estate Management.

In the view of above, it is proposed as under;

- 1) To give honorarium of Rs. 10,000/- pm for responsibility of Estate Manger who are discharging additional responsibility of Estate Management.
- 2) To give honorarium of Rs. 1000/- and Phone allowance of Rs. 1000/- pm to Mr. Snehal Baware, Stenographer Grade - III for addition work i.e Scrutinizing of Tender documents, preparation of Tender proceedings and miscellaneous works assigned by Estate Manager.
- 3) To give honorarium of Rs. 1000/- and Phone allowance of Rs. 1000/- pm to Mr. Shantaram Rukari, Driver for addition work of SEEPZ-SEZ Authority.

Submitted for ratification of Authority.

#### **Agenda 6: Renewal of Legal Advisor Contract**

The appointment on outsourced basis of Dr. Kaushik as Legal Advisor for 11 months w.e.f 26-8-2014 @ Rs. 69,060/- per month.

Legal advisor contract has expired on 15.06.2017 he has requested to renew the contract for 11 months i.e 16.06.2017 to 15.05.2018.

The SEEPZ-SEZ Authority extend the contract of Dr. Kaushik, Legal Advisor for 11 months with same salary of Rs. 79045/- + TA, Rs. 1500/- and TA, Rs. 1,000/- and same terms and conditions.

Submitted for ratification of the Authority.

#### **Agenda 7: User Charges of Best Buses**

As per the discussion in a meeting held on 23<sup>rd</sup> May 2017, in the office of development commissioner with JDC & BEST representatives, It was decided that SEEPZ SEZ authority will charge - User charges to BEST for use of land & till the development proposal of SEEPZ SEZ Bus Depot is executed after completing the procedural & Legal compliances.

In this regard SEEPZ SEZ caretakers have inspected the site & reported that currently total 30 buses can be parked at a time in the SEEPZ BUS Depot. That means there are total 30 slots.

**Therefore we may charge Rs.6000 / - p.m. per Slot to BEST Buses for using the SEEPZ SEZ premises.**

Rest of the space in the premises will be given on chargeable basis to Private Vehicles. Rates for parking of Private vehicles need to be finalized.

Submitted for Consideration of Authority.

#### **Agenda 8: Green Policy for SEEPZ-SEZ**

SEEPZ - SEZ recognizes its responsibility to use natural resources in an environmentally sound manner while protecting the health and safety of its employees, associated stakeholders and the public, negating the impact of Climate change & Global warming. It conducts operations in accordance with

all applicable laws, regulations and other requirements, related to Environment protection & climate change mitigation.

Precautionary measures to save damages to the environment, including reducing the quantity of emissions, developing opportunities for recycling and pollution prevention, energy & water efficiency, maximum use of renewable energy, conservation of natural resources and biodiversity; safeguarding Occupational Health & Safety (OH&S) of personnel involved in the business; are the significances that take precedence over all other considerations in our organization and the set scope under its governance for the entire campus of SEEPZ. It shall also meet the expectations of the regulators, employees, customers and our social commitments.

SEEPZ intends to explore opportunities to adopt Green & Sustainability initiatives in its core operational activities. We are keen to implement Green & Sustainable practices at building and infrastructure level covering all kinds of commercial & residential assets/facilities.

SEEPZ - SEZ mandates the adoption of the following eco-friendly practices under the Green policy to manage its various operation activities efficiently to preserve the environment.

1. We are committed to adopt an appropriate solid waste management strategy to collect, segregate, treatment & disposal for both hazardous & non-hazardous waste includes e-waste, batteries, lamps, etc. and paper, plastic, metals, organic wastes, etc.

2. We are committed to promote sustainable transportation & mobility within the SEEPZ campus by organising campaigning programs involving all kind of stakeholders. Sustainable transportation facilities will include use of bicycles, electrical vehicles, e-rickshaws, low fossil/eco-friendly vehicles etc. for mobility inside the campus to reduce carbon emissions & improving the quality of environment.

3. We are committed to use eco-friendly materials and sustainable technologies during retrofit/ renovation activities (if any) both at building level as well as at infrastructure level.
4. We are committed to use high SRI (Solar Reflective Index) products like cool roof (paints, coatings, tiles and pavers etc.) & Green roofs to reduce heat island effect by maintaining micro climatic temperature of our campus.
5. We are committed to use low VOC (Volatile organic Compound) paints / adhesive/ sealants during paint activity to maintain the health and well-being of our stakeholders.
6. We are committed to maintain our Green Landscape Spaces by using sustainable practices and water efficient technologies.
7. We are committed to conserve water by adopting 3-R Principles i.e. Reduce, Recycle & Reuse.
8. We are committed to conserve energy by adopting energy conservation measures like use of LED lights, maximum use of Solar Energy, BEE star Rated Equipment's (minimum 3 Star Rated) etc.
9. We are committed to promote Green & Energy Efficient Buildings in both existing and new developments by organising capacity building programs for building operators/ organisations within the campus of SEEPZ.

We shall communicate and involve employees in the provision of facilities, and ensure their commitment and participation in the implementation of green policies and processes.

We will review the Green Policy and Management Systems periodically to ensure continual applicability and improvement and relevance to our operations to achieve sustainability goals & therefore reduce carbon emissions to save our Mother Earth.

SEEPZ-SEZ Authority office on World Environment day i.e. on 05.06.2017 announced to give green incentives to the unit holders who are taking



certification under Indian Green Building Council (IGBC) & also are maintaining the garden & landscape in the SEEPZ-SEZ.

Since Incentive is also a part of a Green Policy therefore this need to put up for Discussion & approval in Authority meeting.

However in this regards we have also circulated a circular to all units for their suggestions regarding the quantum of **fiscal incentive** & method for fixing the incentive amount to be given to the units. (Who are maintaining the garden & are certified under the anyone category) The following Suggestions have been received as on date:

### Incentive Policy Suggestions

Sr. No.	Name of the Company	Suggestions for fiscal incentive
1	M/s. Tache Jewellery	Garden area in meters: 2.7mtr* 13mtr = 35.2 mtrs. Fiscal incentive of Rs. 50, 000/-
2	M/s. Renaissance Jewellery	Garden of 6950 sq.ft. With maintenance charges of Rs. 38,000/- p.m. To compulsory maintain garden.
3	M/s. Gold Star Jewellery	<ul style="list-style-type: none"> <li>• Platinum: Rs. 5, 00, 000/-</li> <li>• Gold: Rs. 3, 00, 000/-</li> <li>• Silver: Rs. 1, 00, 000/-</li> </ul>
4	M/s. SEEPZ Gems & Jewellery Manufacture's Association	<ul style="list-style-type: none"> <li>• Platinum: Rs. 2, 00, 000/-</li> <li>• Gold: Rs. 1, 50, 000/-</li> <li>• Silver: Rs. 1, 00, 000/-</li> <li>• Standard: Rs. 50, 000/-</li> </ul>
		For maintenance & development of garden & landscape (area) : Rs.50, 000/-
5	M/s. Core Jewellery	Waiver of gate passes fee & 5% reduction in their monthly rent payable.
6	M/s. Zycus Infotech Pvt. Ltd.	Give subsidy in monthly water bill.

7	M/s. Uni- Design Jewellery Pvt. Ltd.	<ul style="list-style-type: none"> <li>• Platinum: Rs. 2, 00, 000/-</li> <li>• Gold: Rs. 1, 50, 000/-</li> <li>• Silver: Rs. 1, 00, 000/-</li> </ul>
		For maintenance & development of garden & landscape (area) ; Rs.50,000/- p.m.
8	M/s. Inter Gold Pvt. Ltd.	<ul style="list-style-type: none"> <li>• They are maintaining greenery over divider from CGI TO MMTC admeasuring 125 meter length.</li> <li>• They are also maintaining terrace garden admeasuring 4500 sq. feet.</li> <li>• They have also maintaining greenery in compounds of plot no. 34, 35 &amp; 36P.</li> <li>• They have employed 2 gardeners for the said work.</li> </ul>

We have received the amount of Maintenance cost of the units those are currently maintaining garden & landscaping in the SEEPZ SEZ premises as follows:

Sr.No	Name Of the Company	Area Sq. Ft	Maintenance Cost Per Year.	Maintenance cost per Sq. Ft
1	Elegant Collections	217800 Sq.Ft - Lake, Lake Site, Garden in SEEPZ SEZ Premises.	24 lakh p.a.	11.01 Rs.
2	Renaissance Jewellery	6950 Sq. Ft	4.56 Lakh p.a.	65.61 Rs.
3	Gold Star Jewellery	3500 Sq. Ft (Divided in different sections)	2.70 Lakh p.a.	77.14 Rs.
4	Intergold	Terrace garden admeasuring 4500 sq. feet.  Greenery over	12 Lakhs p.a.	266.67 Rs.

		divider from CGI TO MMTC admeasuring 125 meter length.		
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This can be consider for fixing the quantum of fiscal incentive for those units which are currently maintaining the gardening & landscaping in SEEPZ SEZ premises.

**Incentive proposal by SEEPZ SEZ Authority is 20% on annual maintenance Cost. However the Maintenance & Development will be monitored half yearly by SEEPZ SEZ authority office.**

**Fiscal Incentive Policy:**

M/s. PEC Solutions Green Designs Pvt. Ltd. has submitted the proposal for fiscal incentive policy. The incentive policy given by them is based on per sq. ft. area. The proposed fiscal incentive suggestion for IGBC Green Rating system for the unit holder is as follows:

Green Rating Achieved	Incentive to each unit holder as per area in sq. ft.			
	<5000	5000-20000	20000-50000	>50000
Platinum	Rs. 2,50,000	Rs. 3,50,000	Rs.4,50,000	Rs. 5,50,000
Gold	Rs. 2,00,000	Rs. 3,00,000	Rs. 4,00,000	Rs. 5,00,000
Silver	Rs. 1,50,000	Rs. 2,50,000	Rs. 3,50,000	Rs. 4,00,000

They also mentioned that the unit holders with IGBC Green Rating System will be awarded as Green Company & will receive a recognition certificate from SEEPZ-SEZ Authority.

Submitted for Consideration.

**Agenda 9: Excess work of Structural Repair and allied Civil Works of SDF 1 to 6 building and GJ 1 to 3 building in SEEPZ – SEZ premises.**

The SEEPZ-SEZ Authority has approved the project on 16.2.2017 with cost of Rs. 44,58,41,540.37/- for Structural Repair and allied Civil Works of SDF 1 to 6 building and GJ 1 to 3 building in SEEPZ – SEZ premises.

NFCD stated that they have reached approximately the half way stage of the work and are now in a position to quantify the status of work and also estimate nearly the accurate quantities required for the completion of work. Some special items (EXTRA ITEMS) are also necessary based on the serious condition of some local unit areas which are dangerously placed requiring additional special repairs.

Required many extra techniques to restore the said damaged parts of the building in local areas and some quantities would very more than the estimated quantities.

Tender Excess Statement is as follows:

Sr. No.	Description	Approved Amount	Anticipated Executed amount	Excess Amount	Saving Amount	Net Financial Implication
A	Structural Repair Work	347,381,132.00	389,366,300.40	41,985,168.40	-	41985168.40
B	Masonry Work	1,139,124.00	1,139,124.00	-	-	0.00
C	Structural Steel Work	2,881,606.00	2,881,606.00	-	-	0.00
D	Plaster Work	12,005,035.00	53,424,950.39	42,910,915.39	1,491,000.00	41419915.39
E	Tilling Work	-	-	-	-	0.00
F	Plumbing Work	4,930,240.00	1,068,550.00	-	3,861,690.00	-3861690.00
G	Doors & Windows	2,007,880.00	401,576.00	-	1,606,304.00	-1606304.00
H	Misc. Work	40,724,180.00	37,280,367.60	10,372,787.60	13,816,600.00	-3443812.40
	<b>Total Amount</b>	<b>411,069,197.00</b>	<b>485,562,474.39</b>	<b>95,268,871.39</b>	<b>20,775,594.00</b>	<b>74,493,277.39</b>
	Structural Consultant 2% @ Estimated Cost	8,221,383.94	9,711,249.49	1,905,377.43	415,511.88	1,489,865.55

PMC 3.30% @ Estimated Cost	13,565,283.50	16,023,561.65	3,143,872.76	685,594.60	2,458,278.15
<b>Total</b>	<b>432,855,864.44</b>	<b>511,297,285.53</b>	<b>100,318,121.57</b>	<b>21,876,700.48</b>	<b>78,441,421.09</b>
NFCD 3% @ Total	12,985,675.93	15,338,918.57	3,009,543.65	656,301.01	2,353,242.63
<b>Total Project Cost</b>	<b>445,841,540.37</b>	<b>526,636,204.10</b>	<b>103,327,665.22</b>	<b>22,533,001.50</b>	<b>80,794,663.72</b>
<b>Net Excess Amount</b>				<b>80,794,663.72</b>	<b>Part - A</b>
<b>B-Extra Items</b>					
<b>Structural Repair</b>	-	<b>17,393,509.00</b>	<b>17,393,509.00</b>	-	<b>17,393,509.00</b>
Structural Consultant 2% @ Estimated Cost	-	347,870.18	347,870.18	-	347,870.18
PMC 3.30% @ Estimated Cost	-	573,985.80	573,985.80	-	573,985.80
<b>Total</b>	-	<b>18,315,364.98</b>	<b>18,315,364.98</b>	-	<b>18,315,364.98</b>
NFCD 3% @ Total	-	549,460.95	549,460.95	-	549,460.95
<b>Total Project Cost</b>	-	<b>18,864,825.93</b>	<b>18,864,825.93</b>	-	<b>18,864,825.93</b>
<b>Net Extra Amount</b>				<b>18,864,825.93</b>	<b>Part - B</b>
<b>Net Excess Amount</b>				<b>99,659,489.65</b>	<b>A+B</b>

NFCD is submit the detailed report received from M/s. Tekburo Engineering Pvt. Ltd. Structural Consultant, for the justification of additional quantities and remedial measures for the overloading equipment of Terrace Slabs in each building along with photographic evidence of overloading of each unit. (Copy enclosed)

Submitted for ratification

**Agenda 10: Sewage Treatment Plant of 5 MLD at SEEPZ-SEZ**

NFCD is appointed M/s Unique Enterprises as their MEP consultants for preparing the case study of sewage treatment plant to be constructed at SEEPZ-SEZ premises. The consultants had given presentation of the various methods by which the sewage can be treated. After the presentation and deliberation on the same it was decided to carry out the treatment by using sequential batch reactor (SBR) method. In addition, the same methodology is been used by majority of the Government Departments to treat the sewage as this being the most economical method. The consultants have prepared the

report based on the said technology and have submitted the same for their scrutiny and further necessary action.

Detailed report and the salient feature of this report is as follows:

1. The technology suggested by the consultants is Sequential Batch Reactor (SBR) method for sewage treatment.
2. The capacity of the sewage treatment plant which is designed is of 5 MLD.
3. The consultants has submitted the detailed process by which the sewage is going to be treated through SBR Technology.
4. The consultants have also submitted the detailed specification of the material, equipment and the work to be carried out to make the new Sewage Treatment Plant functional.
5. The consultants have also prepared the bills of quantity and estimate of the entire treatment plant including civil and mechanical work. To arrive at the estimated cost, the consultants have referred the schedule of rates prepared by Maharashtra Jeeven Pradhikaran, Konkan Region and market rate for the items which are not in the schedule of rates. The estimate cost is exclusive of applicable taxes.
6. The consultants have also submitted the estimate for operating and maintaining the plant for five years on completion of defect liability period of 12 months from date of tested and commissioned plant to SEEPZ-SEZ. The o & m cost is exclusive of applicable taxes.
7. The consultants have submitted all supporting documents to substantiate the market rates worked by him for the work which is not covered under schedule of rates of MJP.

A. The estimated cost submitted by the consultants is as follows;

<b>1. Raw Sewage pumping station (5 MLD Capacity)</b>	
Civil works	Rs.55,45,000/-
Mechanical work	Rs.91,16,000/-
2. Sewage Treatment Plant (5 MLD capacity)	Rs.8,06,00,000/-
3. Additional items incidental to work	Rs.2,97,00,000/-
4. Filtration unit for 2.5 MLD capacity	Rs.38,00,000/-
5. Dismantling and Demolition of existing structure	Rs.26,00,000/-
<b>Total Cost of Sewage Treatment Plant</b>	<b>Rs.13,14,00,000/-</b>

B. The Estimated Operating and Maintenance cost for One year (included in Tender Cost)

I. **Total Project Estimate**

- Construction Cost as per above	Rs.13,14,00,000/-
Add Cost of PMC <u>Cost@3.3%</u>	Rs.43,36,200/-
Add Cost of MEP Consultants	Rs.10,00,000/-
<b>Total Estimated Cost</b>	<b>Rs. 13,67,36,200/-</b>
Add NFCD Charges @ 3%	Rs.41,02,086/-
<b>Total Cost</b>	<b>Rs.14,08,38,286/-</b>

Operating and maintenance cost for one year (Included in Tender Cost)

NFCD recommended to carry out the process of preparing tender documents, complying with the process of tendering and to get the work executed it is most necessary to appoint M/s. Conspro Management Services as Project Management Consultants.

Submitted for ratification.

**Agenda 11: Appointment of Assistant Estate Manager, finance and HR on Contract basis w.e.f 1.6.2017.**

The Committee of the DCs has assessed and recommended to Ministry of Commerce & Industry, creation of the regular posts for SEEPZ-SEZ Authority, however creation of post will take time.

Currently, to discharge function of Estate Manger, the Deputy Development Commissioner has been appointed as Estate Manger in addition to his regular charge of Deputy Development Commissioner.

"As per rules 9(4) the Authority may engage or employee on contract/outsourcing for discharge of its functions and the terms and conditions of such appointment shall be decided by the Authority and preference shall be given to outsource all works to extent possible and only if outsourcing cannot be done as a principle, regular staff shall be appointed."

In 30<sup>th</sup> Authority meeting held on date 18.11.2016, 3 post has been created and decided to hire 2 officials appointed through NFCD as Assistant Estate Manger- Finance and HR. On the recommendation of NFCD AEM - HR &

Finance salary was fixed of Rs. 71,529/- pm each and approved in the 32<sup>nd</sup> Authority meeting held on 27.03.2017 but the NFCD has not issued them appointment letter and paid the salary for two months only after considerable delay without salary slip. Now NFCD has informed vide mail dated 12.06.2017 they are unable to appoint these persons in view of their internal recruitment policy.

In view of the above, we may hire Ms. Priyanka Patil and Ms. Reema Khandelwal directly through Authority on contractual basis for 12 months w.e.f 01 June 2017 and also take this matter in the Authority meeting.

The mater regarding remuneration/honorarium for the above said contractual staff also needs to be decided and there are following options are available as compared with the salary structure of the Govt. of India for supervisory staff.

<b>EMOLUMENTS AS PER 7<sup>TH</sup> CPC</b>			
Level as per 7 <sup>th</sup> CPC	Level-6	Level-7	Level-8
Grade pay as per 6 <sup>th</sup> CPC	<b>4200</b>	<b>4600</b>	<b>4800</b>
Basic Pay	35400	44900	47600
DA @ 4%	1416	1796	1904
HRA @ 20%	7080	8980	9520
TA	1600	1600	1600
PF	1800	1800	1800
<b>Total emoluments</b>	<b>51496</b>	<b>63676</b>	<b>67224</b>

Keeping in view of the above, fixed/consolidated remuneration/honorarium equal to the **level 8** of Govt. of India salary structure as mentioned above. Based on the above salary structure i.e Level 8 we may fixed their salary as the current salary, Rs. 71,529/- each.

Submitted for ratification.

#### **Agenda 12: Appointment of Disaster Management Advisor**

The Committee was informed the position of the Disaster Management Advisor is essential and important, considering the present scenario for smooth coordinating the Disaster Management plan in SEEPZ-SEZ. Therefore there is a need to hire a well experienced person in Disaster Management field and also person who has experience in the working environment of Govt., so that the need of the department can be fulfilled.



It was also informed to the Committee that Shri Parmod Kumar is an Ex-serviceman, from Indian Armed forces with experience of 15 years in armed forces and total experience of more than 20 years in relevant field.

The Committee noted that the department requires a qualified person having experience in Disaster Management to do the following scope of works:-

1. To introduce, implement, monitor and review all Disaster Management related activities.
2. Assist SEEPZ- SEZ Authority to establish efficient Security network in SEEPZ- SEZ complex.
3. Establish co-ordination with all stakeholders to assist SEEPZ-SEZ Authority in ensuring safe working environment.
4. Made SOP regarding actions to be taken in various emergencies like Fire/Explosion, Hazardous material incident, Anti social activity including terrorism, Earthquake, Structural collapse, lightning strike, Radiological accident, Air plane crash etc.
5. Made Emergency Management Plan envisaging identification of Hazards and estimation of risks, preparing for emergencies in terms of prevention and mitigation measures, Response plans to respond to the emergencies and recovering from such incidents, Resource management, Command and control set up.
6. Conducted Fire Mock Drill with evacuation procedure in high rise building.
7. To render advice on the day to day operational issue of the Security work.

The Committee examined the details provided in the application of Shri Parmod Kumar and interviewed him to assess his expertise in Disaster Management field and assessed the remuneration taken by him during his last service in Cushman & Wakefield Company. The Committee observed that there is need of Disaster Management Advisor in the department and considering the scope of work, Shri Parmod Kumar who has 15 years experience in Disaster Management field in Indian Armed Forces and total experience of more than 20 years in relevant field is fulfilling the requirements. The Committee decided to propose to Development Commissioner, SEEPZ-SEZ to hire services of Shri Parmod Kumar on contract basis.

As regards contact fee, the Committee observed that considering the experience of more than 20 years, the remuneration of such experience person in the market is not less than Rs.75-80,000/- at present. Therefore the contact fee to Shri Parmod Kumar may be fixed to Rs.75, 000/- (Rupees Seventy-Five thousand only) per month. The contact may be initially awarded for a period of one year and the same may be renewed based on review of the performance.

Submitted for ratification.

**Agenda 13: Refund of excess BMC amount collected from unit holders**

Refund of excess money collected from unit holders vis-à-vis billed by BMC. Credit to the unit holders would be given from 1.4.2010 to 31<sup>st</sup> March, 2015(Statement enclosed).

Submitted for consideration of Authority.

**Agenda: 14: Overloading of the Chajjas for the building nos GJ2 & GJ3**

Detailed project report for the above mentioned work was submitted by the Structural consultant. In brief the overloading of the Chajjas for the building nos GJ2 & GJ3 were high lightened, photographic evidence was also accompanied with the report. In conclusion the consultant proposes to avoid any further accident in respect to the chajjas for the two buildings, he has proposed that the chajjas are beyond repair and any amount spent in redoing the same will only invite further loading on them, Thus it is proposed by him that the chajjas should be dismantled to avoid the excessive loading and further accident. Instructions/ Directions may be given for the further course of action.

Submitted for consideration.

**Agenda 15: Completion of project "New Tower**

The MIDC vide their letter dated 13/04/2015, have informed that the work will be completed on or before 20/11/2015 as the work started on 21/11/2014. Again vide letter dated 15/12/2015, it was informed that due to alteration in design of layout plan it will take 5-6 months extra and work will be completed by May, 2016.

Further, vide letter dated 09/05/2016, MIDC office informed that the work will be completed up to August, 2016. This Office again received letter dated

31/08/2016 from MIDC with intimation that the work will be completed by December, 2016 due to certain reasons the completion is delayed. Later in December, 2016, it was informed vide letter dated 16/02/2017 that the work is delayed and it will be completed by 15/03/2017. During the meeting, MIDC informed that the building will be completed on 31/03/2017. MIDC meeting with estate Manager held on 23.05.2017 it was decided that MIDC will hand over the Building by 1<sup>st</sup> week of June i.e 7<sup>th</sup> June, 2017. But till date new building is neither ready nor MIDC has informed about any further delay. There is inordinate delay by MIDC in completion of the project.

**Agenda 16: Access Control system with CCTV camera**

A Meeting was held with MIDC on 29.05.2017 and it was decided that that the Access Control system with CCTV camera will be tested live, approx 5000 cards will be distribute to the users before 1<sup>st</sup> June, 2017. If the live operation is successful further discussion for taking over the same will be taken up with MIDC. The system will be tested live on 1<sup>st</sup> June, 2017.

**Handling over shall be taken from MIDC on following on fulfilling the following conditions.**

- Handing over of license key of CCTV, windows etc.
- Password and license keys of all software and hardware.
- As built drawings.
- Network details with IP addresses.
- Bill of quantities with make and model nos. of all devices.
- OEM manuals and data sheets.
- Warranty to be passed from OEM with similar conditions.
- Unconditional support from OEM during warranty period.
- Comprehensive AMC for one year: Draft agreement of comprehensive AMC commencing after one year of free maintenance period from the date of handing over of functional system of SEEPZ-SEZ.

MIDC assured that they will fulfill the above mentioned conditions and also submit the AMC of Access Control system with CCTV camera's letter on 1<sup>st</sup> June, 2017.

The MIDC has not handed over the Access Control system with CCTV camera and it appear that they are not serious in handing over inspite of repeatedly approach by SEEPZ-SEZ Authority

**Agenda 17: CCTV Electronic Surveillance System, CCTV Cameras along with the periphery of SEEPZ-SEZ**

A Meeting was held with MIDC on 29.05.2017 and it was decided that MIDC has accepted they forget to include the AMC cost in the final proposal which was for 121 cameras therefore the AMC is not available at this point of time. MIDC Executive Engineer agreed that they will give in writing that the mistake is on their part as they forget to include AMC cost in the final price. The MIDC will submit their letter by 1<sup>st</sup> June, 2017. After receipt of the letter from MIDC handing over/ taking over process will be taken up further.

- 1) Functionality of all cameras
- 2) Handing over of license key of CCTV, Windows etc.
- 3) Password and license keys of all software
- 4) As built drawings
- 5) Network details with IP Addresses.
- 6) Bill of quantities with make and model nos. of all devises.
- 7) OEM Manuals and data sheets.
- 8) Warranty to be passed from OEM with similar conditions.
- 9) Unconditional support from OEM during warranty period.
- 10) The MIDC will provide the support services for maintenance of the CCTV for atleast 2 to 3 months to finalization the AMC contract once the SEEPZ finalize the AMC. The same will be maintenance by the SEEPZ.

MIDC assured that they will fulfill the above mentioned conditions and also submit the AMC of CCTV Electronic Surveillance System's letter on 1<sup>st</sup> June, 2017.

The SEEPZ-SEZ Authority has forward the letter no. SEEPZ-SEZ /EMS /ASIDE/CCTV/2013-14/10795 Dated 02.06.2017 MIDC neither handover the project nor communicated any status of SEEPZ-SEZ Authority.

SEEPZ-SEZ Authority forwarded the letter to MIDC for hand over the CCTV Camera System in SEEPZ premises with equipments, documents layout and in operational condition within 7 working days. If MIDC fail to handover the project within 7 days than MIDC will refund the project cost to SEEPZ-SEZ Authority.

The MIDC has not handed over the CCTV Electronic Surveillance System and it appear that they are not serious in handing over inspite of repeatedly approach by SEEPZ-SEZ Authority.

**Agenda 18: Cancellation of the projects:**

The SEEPZ-SEZ Authority is awarded the contract to MIDC in the year 2013, 2014 and 2015 but MIDC has not finalized the tender till July 2017. Therefore 7 projects has been cancelled (Projects list is enclosed).

Submitted for Consideration

**Agenda 19: Discrepancy Documents from 2009-10 to 2015-16 (Copy enclosed)**

Financial Year	Amount
2009-10	Documents completed
2010-11	Rs. 451221/-
2011-12	Rs. 42640253/-
2012-13	Rs. 13968995/-
2013-14	Rs. 12080033/-
2014-15	-
2015-16	-
<b>Total</b>	<b>Rs.69140502/-</b>

Submitted for Consideration

**Agenda 20: Reconciliation of MIDC from 2009-10 to 31.03.2016 (M&R and ASIDE projects (Copy enclosed)**

Submitted for Consideration.

**Agenda 21: Appointment of Independent Technical Consultant for SEEPZ SEZ Authority**

Regarding the Appointment of Sr. & Jr. Engineers NFCD fails to prove that they are following the fair and transparent process for appointments made for SEEPZ- SEZ Authority. Also these officials are employed by same PMC which

was appointed for the project. The appointed engineers have been the employees of the same PMC in past. Hence there is conflict of interest involved in process.

However as these officials have worked for SEEPZ SEZ authority therefore their payment can be processed from December 2016 till June 2017 as a salary reimbursement.

The position of Technical Consultant is essential and important considering the present scenario for smooth co-ordination in SEEPZ-SEZ Authority. Therefore SEEPZ-SEZ authority requires appointing of independent Technical Consultant for executing & monitoring all the project work executed in SEEPZ-SEZ Authority.

1. Therefore we may Inform NFCD to call quotations from agencies for providing the suitable candidates for the post of Technical consultant those will be not employed by any of the PMC, Contractor appointed for SEEPZ SEZ Authority.
2. Meanwhile for smooth functioning of the work we may Appoint Shri Nandkumar Nadgire for the post of Technical consultant behalf of SEEPZ SEZ, as he has worked earlier for SEEPZ SEZ Authority behalf of PMC- M/s. Accenture Services as a Sr. Consultant.

Submitted for Consideration

**Agenda 22: To decide term and conditions for execution of Sub lease Agreement and rent as well as renewal of LOA in respect of re-allotment of Plots**

Long term lease agreement of M/s Tristar Jewellery Export Ltd., Plot No. 1 & 2 (P), SEEPZ-SEZ, Andheri (E), Mumbai-96 will expire on 21/09/2019 (after completion of 30 years of lease period). The Unit is working and has applied for renewal of lease period for further period of 30 years.

The matter has been referred to the Ministry for permission to extend lease period. However, since no reply has been received from the Ministry, therefore, it would be appropriate to take some decision on the said issue.

The proposal of the Unit for renewal of LOA was placed in the UAC held on 30/05/17. The Committee held the view to extend the LOA for a period of 5 years w.e.f. 01/04/2015 to 31/03/2020 and directed the Unit to execute sub lease for a period of 01 year from 2019-20 as per provisions stipulated in SEZ Acts & Rules, 2006.

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To decide the terms and conditions for execution of sub-lease agreement and rent payable as found applicable in the matter. The decision would be required in such cases, regarding to status of the premises etc.

Submitted for ratification.

**Agenda 23: Criteria to be followed when plot has been taken over by bank, LOA and Sub lease agreement has expired**

M/s. Fine Platinum (India) Ltd. has requested for renewal of lease for Plot No. 62, SEEPZ-SEZ. The said plot has been taken over by the Bank since 30/08/2011 and they are not able to transact in business, thereafter. Their LOP is expired and their lease period is also expired on 02/05/2017. Now, the Unit is not working as well as the building is under control of Bank.

Submitted for ratification.

**Agenda 24: Detailed scope of work of NFCD**

NFCD has submitted their detail scope of work. In this connection considering their 3 % charges, for all the future projects the rates for appointment of PMC, Architect, MEP consultant, Structural consultant, and Technical consultant will be approved only on basis of submission of competitive bidding for technical as well as financial qualification.

Submitted for ratification.

**Agenda 25: Unsurrendered Passes**

1. The unit shall surrender the gate passes immediately at the Gate Pass counter after the expiry of validity period/termination of the employee/resignation of the employee. Non surrender of the gate passes will invite penalty of Rs. 100/- per gate pass. On or after 1<sup>st</sup> August, 2017, the expired gate passes can be surrendered within 30 days of its expiry. Thereafter a penalty of Rs.10/- per day will be charged till its surrender, however, such gate passes can be surrendered till penalty reach maximum of Rs.1000/- Therefore, the penalty shall be imposed to the unit and penalty shall not be withdrawn even if it is surrendered. However, the units shall continue to be responsible for misuse of any unsurrendered gate pass.

2. As per existing Circular No. 4, Dated 14.05.2015, if expired gate pass is not surrendered then a penalty of Rs.1000/- per gate pass is charged. It has now been decided that expired gate passes can be surrendered within 30 days. Thereafter penalty of Rs.1000/- shall be charged for such unsurrendered gate passes and this penalty shall not be withdrawn even if the gate pass is surrendered thereafter,

Submitted for Consideration.